

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF MICHIGAN  
PROBATION AND PRETRIAL SERVICES OFFICE**



REBECCA A. HOWELL  
CHIEF U.S. PROBATION OFFICER

101 Federal Building  
110 Michigan Ave., NW  
Grand Rapids, MI 49503  
TX: (616) 456-2384  
Fax: (616) 456-2223

**REPLY TO: Grand Rapids**

252 Federal Building  
315 W. Allegan St.  
Lansing, MI 48933  
TX: (517) 377-1825  
Fax: (517) 377-1682

B-10 Federal Building  
410 W. Michigan Ave.  
Kalamazoo, MI 49007  
TX: (269) 381-5341  
Fax: (269) 381-1207

100 N. Front St., Ste. 202  
PO Box 906  
Marquette, MI 49855  
TX: (906) 228-7432  
Fax: (906) 228-5514

**REQUEST FOR PROPOSAL**

Dear Program Directors:

The United States Probation/Pretrial Services Office for the Western District of Michigan is soliciting proposals to provide services for treatment services for male and female federal defendants and/or offenders.

These individuals include persons on probation, supervised release, parole, and pretrial release status who are under the supervision of the United States Probation and Pretrial Services office.

The RFP contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFP. In responding to the RFP, you should answer fully each item and supply all information requested. Section "L" provides specific directions for potential vendors in completing their proposals. **All proposals will be evaluated by the criteria identified in Section "M."**

Please note, copies of licenses and credentials must be provided. If agencies choose to subcontract with another agency, all documentation regarding staff and separate certification statements must be provided for the "subcontractor(s)". Also, please carefully consider the references that are being submitted on Attachment D with the proposal, as described on page L-4. Please do not use U.S. Probation employees as references.

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms from a cost and technical standpoint. There will be no additional opportunity to modify your proposal.

Please read the RFP carefully; do not rely on knowledge of previous RFPs, or knowledge of previous federal procurement procedures.

The estimated monthly quantity listed in Section "B" of the RFP is the estimate of the services to be provided during the term of this agreement. It is only an estimate.

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple vendors, the Government reserves the right to award to a single vendor.

The term for this Blanket Purchase Agreement is 12 months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional 2 years, at the Government's discretion.

A vendor must be capable of providing all services identified in Section "B" and within the geographic area identified in Section "B."

All proposals must be originally signed. A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files. Please do not submit proposals in binders or notebooks. **For all proposals, an original must be received no later than Monday, July 13, 2020, at 3:00 pm.**

All questions should be submitted via e-mail to [Rosalynda\\_Alvarado-Hillary@miwp.uscourts.gov](mailto:Rosalynda_Alvarado-Hillary@miwp.uscourts.gov). Responses to questions will be posted on the solicitations website under the Frequently Asked Questions section for all to view. Please check the website frequently for these updates. **All questions must be submitted by 3:00 pm on Friday, June 26, 2020.** No further questions will be answered after that date.

Sincerely,

/s/ Rosalynda Alvarado-Hillary  
Rosalynda Alvarado-Hillary  
U.S. Probation Officer Specialist